

Districtwide Career Services & Job Placement Workgroup Wednesday, July 12, 2023 | 3:30pm | Zoom

Meeting Notes

Past Meeting Notes & Action Items: [4/5/23](#), [3/8/23](#), [2/8/23](#)

Summary of Key Action Items:

- Workgroup leads to share out action items and discussion highlights internally
- Districtwide Career Fair
 - Colleges to confirm lead(s)
 - CEWD to send out email communication regarding next steps and update(s) to cabinet
 - Required meetings to begin in August (once per month to start)
 - Engagement of all four colleges facilities needed
- Workgroup Participation:
 - Regional Career Services leads must attend
 - Colleges encouraged to include ERLs
- Handshake employer relations management features – colleges to share with ERLs, Job developers, etc.
- WBL reporting – see below for summer section and student coding deadlines
- Regional Career Services RFA
 - RFA leads encouraged to provide college senior leadership with quarterly updates on career services needs assessment and strategic planning efforts
 - Miramar leading college tours/field trips to increase awareness of what other colleges across the state are doing – all colleges are welcome to attend (contact Claudia Estrada-Howell if interested)
 - Miramar to share copies of local career services needs assessment utilized
 - Claudia Estrada-Howell (Tri-chair of regional effort) to connect with regional leads to see if a digital version of the NACE questions can be provided

All action items are noted below in purple.

Welcome

- Participation
 - Colleges encouraged to invite their ERLs and/or ensure their ERLs receive workgroup updates and are connected to the work and discussions
 - Regional Career Services RFA lead must attend these districtwide workgroup meetings
- Staff changes:
 - Letty Vavasour is now the new District DSPS Innovation Grant Coordinator
 - Grant focused on closing equity gaps of DSPS students in CTE program
 - Management of grant
 - Faculty training
 - Mona Patel is now the new Acting Associate Dean of CTE at Miramar

- [Student Success Metrics](#)
 - Colleges have the ability to sort by student population (DSPS, etc.) and compare outcomes

Employer Engagement

Advisory Committees

- Briefly discussed untapped potential of these groups
 - Each college has a large number of these committees
 - How can we strengthen use of these required committees to enhance WBL, career services, and job placement efforts?
- Biennial Submission to the Board (Spring 2024) – reminders shared regarding biennial submission to the board of trustees
 - See 2022 versions here
 - 2022 lists will be shared in August
- Confirmation provided regarding use of Program and Course Inventory to support each college's local efforts to confirm that all CTE programs are tied to an active committee. This will be used for internal purposes only.
 - 2023-24 program lists will be shared in August

Handshake

- Engaging ERLS, job developer, and job placement coordinators in expanded use of Handshake for employer engagement
 - Find Employers – we have the ability to look for employers in our area that are on the platform but not yet approved for our colleges
 - Great opportunity to pro-actively reach out to employers by sector, etc.
 - If a student is interested in a certain company or a sector, you can view not only approved employers but those in our area who are on the platform but not yet connected
 - Colleges can reach out to them and approve them (doesn't automatically notify employer, but you have access to their contact details to reach out to them)
 - **Action: College representatives to share this information with ERLs and encourage use of the feature**
 - Employer Collections – districtwide feature; students enjoy using this feature; we do not have it set up yet though
 - In the future, Handshake is hoping to update this feature so it can be college specific
 - Currently, districtwide curation is needed
 - **Action: Colleges to encourage their ERLs to work together to identify employers to boost**
- 2023-2024 draft priority focus areas for the Districtwide Handshake Implementation Team
 - Continue to strengthen student engagement
 - Strengthen Employer Engagement

- Build in ability to accept payments from Employers
- Staff and Faculty Accounts (student accounts for staff and faculty)
- Continued promotion and increased awareness
- Increased commitment from district (HR participation)
- Move towards all events in handshake (districtwide)
- Move towards appointments in handshake (districtwide)
- Employer Collections – districtwide coordinated boosts (with ERLs)

Work-Based Learning

SG21 Reporting Reminders

- Section Level Reporting
 - Summer due 7/21 for credit colleges
 - Action item: Credit colleges to send summer sections in need of coding to CEWD by 7/21
 - Auditing reminders – all rollover sections must be double checked; if codes need to be removed or added, colleges should do so locally before enrollment; if changes are needed after enrollment, please reach out to CEWD
- Briefly discussed the timing challenges around section coding especially when it comes to adjuncts
 - The schedule is built and often goes live before faculty are assigned
 - Colleges encouraged to focus on course level coding and contract faculty
 - District exploring opportunities to use Campus Solutions to help confirm WBL codes for sections assignments (fall project)
 - The idea of WBL faculty champions was raised
- Student Level Reporting (Summer due 7/28 for all)
 - Job Aid – colleges encouraged to date entries for the date the event or activity occurred rather than the first date of the term.
 - The job aid will be updated and re-distributed soon
- Districtwide Reporting
 - [February Report](#)
 - July Report – coming soon!

LAEP – Advocacy efforts continue

- The advocacy document approved by the Chancellor's Cabinet earlier this spring was shared regionally, at a statewide CSAC LAEP meeting, and at a statewide Regional Consortium Chairs meetings. A new signable version is available and has been shared with institutions that expressed interest in signing onto the advocacy effort.
- Next steps include a Cabinet Update and engagement/exploration on how best to engage legislators

Career Services – Needs Assessment & Strategic Planning

Reginal RFA / Funding – meeting participants provided updates on their local plans for meeting the RFA requirements

City – Not present

Mesa

- Lead: Olivia and Raquel (co-leads)
- Local team: Pavel, Carol, Kristy, Shawn, Kaitlin, Erica (ERL)
- Funds focused on ESUs, supplies, and college visits, conferences/pdf
- Already has well documented needs
- Expressed interest in an electronic version of the NACE questions
- Region to explore providing to all colleges (Claudie to look into this)
- Committed to all elements of phase 1 of RFA and phase 1 activities
- Holding quarterly leadership meetings (all colleges recommended to do so)

Miramar

- Completed needs assessment and strategic plan last year
- This year, they are focused on implementation
 - Focused on physical space development and professional development
 - Planning field trips to other colleges who have strong career services
 - All colleges are welcome to participate – please reach out to Claudia Estrada-Howell for details
- Shared their local process on completion of NACE handbook and additional needs assessment components
 - Included in their local assessment:
 - NACE questions
 - Program review
 - Student survey
 - Faculty and staff WBL needs assessment survey
 - Miramar to share copies of surveys used
- Connected plan to college student equity plan (all colleges recommended to do so)
- Met regularly with VPA, VPSS, and VPI throughout the process
- 2023-24 Lead: Mona Patel

Continuing Education

- Lead: Stephanie Lewis
- Local team: Stephanie, Karl, Bruce, Armin, and WBL leads
 - Encouraged to include ERL
 - Staff vacancies – WBL roles being filled now
- Committed to all elements of phase 1 of RFA and phase 1 activities
- Shared need for professional development

District

- Districtwide Career Services & Job Placement Workgroup will serve as the planning committee for districtwide needs assessment and strategic plan
- All local RFA leads to attend these workgroup meetings
- Career Services Admin Tech coming on board in September will support this work

- Districtwide DSPS career Services will be included in districtwide efforts (Workability 3, C2C, and innovation grant)
- Other districtwide needs will be explored (financial aid for example)

Increase awareness - meeting participants discussed the importance of ensure college leadership and districtwide leadership are aware of these efforts and kept up-to-date

- Encouragement to be loud and engage leadership as much as possible was emphasized by committee members
- The need for state engagement – state policy change – was also emphasized

Required attendance to [NACE](#) conference

- June 3-5 Phoenix, AZ - Being held in a banned state
- Colleges to confirm who they want to attend
- CEWD to work on districtwide approval

Regional Update

- Required community of practice meetings will be held on Thursdays – same Thursdays as the pathway navigation meetings; dates TBD; calendar invites will be sent to the leads on the RFA and all past WBL and Pathway Navigation workgroup members
- Required technical assistance meetings will be provided by West Ed
- 6/20 meeting included guest speaker who shared national data
 - Fall meetings will focus on unpacking data
- **Action Item: Claudia Estrada-Howell to look into a regionally provide digital version of the NACE assessment questions**

Career Events - 2023-24 planning and collaboration

Career Events Meetings – NEW! (aligned to workgroup goals)

- Opportunity to connect on career events
- Goal is to support increased collaboration across colleges
- Will begin in August/September
- 4th Tuesday of the month; 11am to noon
- Districtwide Career Fair leads required to attend (colleges to confirm leads)
- College representatives who can speak to and take action on career events locally and districtwide encouraged to attend
- At least one college representative required at all meetings

Subject/occupational specific efforts (aligned to workgroup goals)

- Colleges committed to working collaboratively on sector/subject specific events (increase access for all students)

Districtwide Career Fair (aligned to workgroup goals)

- Mesa has agreed to host
- Tentative date: March 21, 2024
- Expectations and Participation Requirements

- Each college to commit facilities support/engagement in the event
- Each college to confirm a lead representative
- Responsibilities of the lead:
 - Represent the college and college career related events
 - Provide updates back to the college and ensure college leaders, facilities, and others are aware of the planning
 - Contribute to timely decision making to ensure the event planning goes smoothly and decisions are made in advance and supported internally
 - Ensure local events are connected to the large event as well
- Begin meeting in August
- AB 610 free transit pass for all students – encouraged to keep an eye on this bill; transportation to the districtwide fair will be a priority planning topic
- Next Steps:
 - Email updates will be sent to each college
 - College to confirm lead(s)
 - An update to Chancellor's Cabinet will be made

Handshake Implementation Meetings - Second Tuesday of the month; each college to ensure at least one representative is present at all meetings

Future Agenda planning

- DSPS Career Services Roles/Efforts
- Labor Market Information – sharing of current local uses to support career exploration and needs
- Employment Outcomes – exploration of data priorities
- Action Item: college representatives to share additional priority topics, agenda items, etc.

Meeting Schedule

- The August 9th meeting will be cancelled
- 2023-24 Meeting Schedule
 - Wednesdays, 3:30 to 5pm: 9/6, 10/4, 11/1, 2/7, 3/6, 4/3, 5/1
 - Action Items:
 - Please let Amertah know right away if these dates/times do not work for you
 - Please ensure your Career Services RFA lead is present at these meetings
- No meetings December 2023 and January 2024